

Appendix B: After Action Quick Look Report Guidelines

These guidelines are based on the After Action Report / Improvement Plan (AAR/IP) guidelines in Appendix A but are abbreviated to provide an outline for the *initial* AAR produced from an exercise—or the After Action Quick Look Report, which is a high-level, initial assessment of the exercise.

Quick Look Report Contents

- Report Cover
- Administrative Handling Instructions
- Contents
- Executive Summary
- Section 1: Exercise Overview (includes identifying information, such as the exercise name, date, duration)
- Section 2: Initial Analysis of Capabilities (includes initial analysis of players' demonstrated performance at the capability level, and therefore observations are organized by capability)
- Acronyms

Quick Look Report Format

The After Action Quick Look Report must be clearly identified as such and should clearly state that the contents are based on initial exercise evaluation feedback, and that it is not intended to serve as the official draft or final AAR/IP.

Report Cover

The report cover page should include the following information: (1) the full exercise name; (2) the words *After Action Quick Look Report*; (3) the date(s) on which the exercise was conducted; and (4) the date the Quick Look Report was published. Additional graphics—such as logos, pictures, and background color(s)—may be added to enhance appearance.

Administrative Handling Instructions

The Administrative Handling Instructions should be organized in the same manner as described in *Appendix A: After Action Report / Improvement Plan Guidelines*.

Table of Contents

The table of contents (titled *Contents*) should be organized in the same manner as described in *Appendix A: After Action Report / Improvement Plan Guidelines*.

Appendix C: Exercise Evaluation Guide Sample

The following pages of Appendix C contain sample portions of an Exercise Evaluation Guide (EEG). The EEGs are currently under revision and being mapped to the Target Capabilities List (TCL) and the Universal Task List (UTL). Finalized EEGs will be posted as they become available. Please refer to the Homeland Security Exercise and Evaluation Program (HSEEP) website, <http://hseep.dhs.gov> for the finalized EEGs.